



**State of California
Government Operations Agency
Office of Digital Innovation
Current Job Duty Statement**

Classification Title Staff Services Manager I	Office/Program Office of Digital Innovation
Working Title Procurement & Contracts Manager	Unit/Section Administration
Position Number 374-100-4800-001	Effective Date
Name	Date Prepared January 25, 2022

General Statement

Under the general direction of the Head of Administration, the Staff Services Manager I will serve as the Procurement and Contracting expert for the California Office of Digital Innovation. This position will develop and manage the Procurement, Contract Management and Facilities administrative functions. As the Staff Services Manager I, you'll be responsible for the development and implementation of a full-service Procurement and Contracting program within ODI as well as act as the Office Manager of our new office space.

Essential Functions

%	Description
30%	<ul style="list-style-type: none">• Serves as ODI's Procurement Administrator and SME on Procurement. Acts as the SB/MB and DVBE Advocate. Responsible for ODI's procurement files and ensures that all purchases abide by State policy.• Researches and develops internal policy, procedures and guidelines regarding ODI Procurement and Contracting practices.• Analyzes and implements complex changes in state laws, rules and regulations pertaining to procurement. Consults with management on how changes will impact the agency's purchasing program.• Gathers and analyzes data and determines the best procurement method based on State policy to make socially-responsible purchases.• Sources new suppliers and projects for Office's future needs.• Develops and oversees the competitive bidding process, including Request for Proposals (RFP), Request for Offers (RFO) and Invitation for Bids (IFB).• Receives items, manages inventory and coordinates with vendors to facilitate adjustments and/or returns.
30%	<ul style="list-style-type: none">• Serves as ODI's SME on Contracting and is the contract manager for all ODI contracts. Prepares and develops complex contract agreement forms and attachments, ensuring compliance with all contracting laws, regulations and State Contracting Manuals.• Collaborates with staff and develops complex scopes of work, contract

	<p>budgets, project plans and ensures that justifications and specifications are clear, concise and meet ODI's needs.</p> <ul style="list-style-type: none"> • Consults with staff concerning the revision of contract language and advises staff of contract status and issues that may arise during the course of the contract period. • Responsible for the placement of more complex proposals and bid advertisements in the California Contracts Register and eProcure. • Independently negotiates and executes all annual contracts, researches and implements new cost-effective agreements. • Supports project implementation by initiating and maintaining communication with contractors. Works with contractors to ensure all service deliverables are met.
20%	<ul style="list-style-type: none"> • Creates purchase orders in FI\$Cal. • Processes receipts in FI\$Cal and works with DGS Contracted Fiscal Services (CFS) to ensure that invoices are paid timely. • Coordinates and directs DGS CFS on Accounts Receivable billing for services rendered. • Analyzes financial and procurement data. • Creates, tracks and analyzes expenses on the agency's Cal-Cards accounts. Coordinates with the Agency on Cal-Card payments. • Tracks contractor payments to ensure they meet the contract requirements. Approves invoices.
15%	<ul style="list-style-type: none"> • Serves as the Office Manager and facilities coordinator lead. Coordinates with building manager on all facilities services. • Serves on the building's emergency team. • Administers the Records Retention program for the agency; researches and advises management of changes in policy or procedures; develops guidelines and agency procedures to ensure adherence to annual retention cycle.

Marginal Functions

5%	<ul style="list-style-type: none"> • Researches, analyzes and prepares complex reports, forms and memo's for State Controller's Office, Department of Finance and Department of General Services. • Makes and implements recommendations for process improvement. • Apply principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting and project management. • Acts as Head of Administration in their absence. • Perform other staff assignments as appropriate and required.
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Supervision Received

The Staff Services Manager I will report to the Chief of Administration

Supervision Exercised

None

Working Conditions

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee's workstation is located in Sacramento, CA, and is equipped with standard or ergonomic office equipment, as appropriate. Based on departmental or operational needs, work can be performed remotely. Occasional travel may be required to attend offsite meetings, conferences, and training classes. May sit for an extended period using a keyboard and video display terminal. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined ODI's sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. *(If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date